

## **INFORMATION SERVICES DIVISION ADMINISTRATOR**

### **DEFINITION**

Under administrative direction, is responsible for administering and directing the activities of the Information Services Division; performs related duties as required.

### **EXAMPLES OF WORK** (May not include all of the duties performed.)

Serves as advisor to the Administrative Services Director on activities related to the Information Services Division;

Directs the activities of the City's mainframe computer system (including micros and minis) and associated communications networks;

Directs studies of electronic information processing demands to determine future needs and recommends policies and practices to the Director of Administrative Services and the Information Services Commission;

Determines guidelines and establishes procedures to expedite work and insure accuracy in controlling electronic information processing activities;

Directs the operation of the City Interconnect and Cable Television Services (P.E.G. Channels);

Directs the operation of the Mayor's Action Center and City Mail Center;

Administers the resources of the Information Services Division and assigned subordinate positions according to sound management functions and procedures as well as legal constraints of the City of Columbus;

Prepares and/or directs the preparation of the annual budget for the Division;

Keeps the Administrative Services Director informed on a timely basis of all situations, which could affect the accomplishments of division or department goals and objectives;

Attends City Council meetings and takes part in discussions related to the activities of the Information Services Division;

Participates in appropriate professional activities in order to stay current with developments in the field of information resource management;

May serve in other capacities appropriate to the mission of the Department of Administrative Services as requested by the Director.

### **MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and five years managerial experience which included policy recommendation in at least one of the following areas: 1) electronic information processing activities; 2) management information systems; or 3) information systems consultation services. Substitution: A master's degree in computer science, business administration or public administration may be substituted for one year of the required experience. Two years of additional experience, as specified above, may be substituted for two years of the required college education on a year-for-year basis.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of management techniques, principles and practices; considerable knowledge of theories, principles, practices and uses of electronic information processing in a business setting; considerable knowledge of new developments in computer methodology and technology; general knowledge of system analysis, data base concepts and teleprocessing operations/communications networks; ability to apply new developments and concepts in computer technology and methodology; ability to diagnose and develop, at an advanced level, major computer programs and systems; ability to adapt accounting principles, practices and statistical analysis to electronic information processing; ability to plan, direct, coordinate and review the work of subordinates; ability to write and speak effectively; ability to prepare comprehensive reports; ability to read and comprehend management analysis reports and literature; ability to coordinate various work projects across organizational lines; ability to interact effectively with others; ability to establish and maintain effective working relationships with others.

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| Probationary Period:     | 365 Days   |
| Examination:             | Noncompetitive   |
| Class Code:              | 0248   |
| Job Family:              | Executive  |
| EEO Job Category:        | Official/Administrative  |
| Compensation Plan:       | MCP  |
| Salary:                  | Grade 96   |
| Class established:       | 08-01-65   |
| Current spec:            | 03-30-92   |
| Commission action taken: | Review/no change<br>Revise/Retitle (Data Processing Administrator 3/30/92) |
| Last reviewed:           | 07-30-01   |